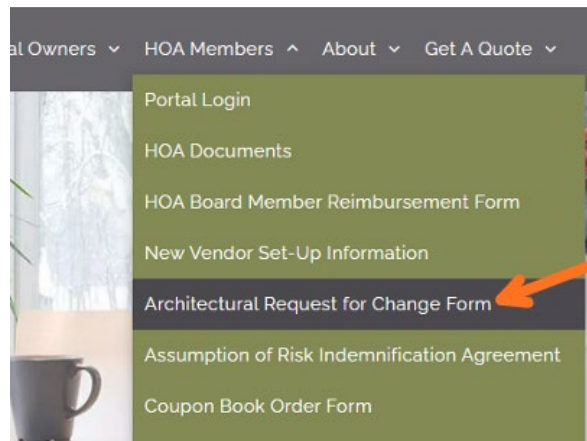


## **ARC (Architectural Request for Change) Form Instructions**

This is the form a homeowner would fill out if they were wanting to make changes to the outside of their home (install fence, extend patio, add a screen door, etc.). We have moved the ARC form off of the homeowner's portal and onto Synergy's main website. Simply go to Synergy's website at [www.sregtn.com](http://www.sregtn.com). On the grey bar at the top of the page go to **HOA Members**. A dropdown will appear. On the dropdown click on **Architectural Request for Change**. Or click here: <https://hoaresources.sregtn.com/request-for-changes/>.



**IMPORTANT: If all of the required information is not included on the ARC, it will be denied and you will have to submit the form again. This would also mean paying the submission fee again. Please read sections 1 thru 6 at the top of the form and be sure to include what it asks there!** Simply fill in all of the fields. There is a place to attach multiple documents that are related to the request you are submitting, ie; sketch, images, permits, documents from the contractor you hire, etc. Then at the bottom there is also a box for a digital signature. Simply use your mouse to draw your signature. The signature does not need to be perfect.

Make sure to read over the terms and conditions before clicking the **Submit** button. Once you click **Submit** your information will automatically be sent over to our staff for review. You will also receive an email with a PDF copy of the form you submitted.

Please note: Most communities have a 21 to 30 days or more processing time for ARC's. Please do not start any work prior to approval. It's recommended to not schedule any work, prior to being approved.

***Continued on next page....***

**Phone: 615.425.2168 \* Email: [office@sregtn.com](mailto:office@sregtn.com) \* Website: [www.sregtn.com](http://www.sregtn.com)**

**Address: 179 Belle Forest Circle, Suite 302 \* Nashville \* Tennessee \* 37221**



If you are unsure whether you need an ARC or not please read over your governing documents first. You can find them on your portal in the documents section or click here:

<https://www.sregtn.com/my-hoa-documents>. Click on your community's name to find your governing documents. If you are still unsure please contact your Property Manager(s).

**IMPORTANT NOTE:**

There is a one-time \$225.00 fee per form that will need to be paid at the time of submission. There will be a credit card/debit card payment option at the bottom of the ARC form. Simply enter your card information, including card number, expiration date, cvc code, then hit "Submit".

The fee is nonrefundable in the event that the request is denied, or you decide not to make the change.

Feel free to contact our office with any additional questions. Thank you.

Phone: 615.425.2168 \* Email: [office@sregtn.com](mailto:office@sregtn.com) \* Website: [www.sregtn.com](http://www.sregtn.com)

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